

The Corporation of the Township of
Matachewan

Municipal Alcohol Policy

Revised August 2001

THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN

MUNICIPAL ALCOHOL POLICY

GOAL OF THE ALCOHOL MANAGEMENT POLICY

The Corporation of the Township of Matachewan wishes to provide a policy for responsible management practices at Special Occasion Permit Functions held on or in Matachewan facilities. Matachewan also wishes to reduce and/or avoid alcohol related problems that could result in litigation being directed towards the Corporation, its staff, community organization, volunteers and participants.

POLICY OBJECTIVES:

1. To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure that all Liquor Licence Board of Ontario legislation pertaining to Special Occasion Permits are properly understood and strictly complied with.
2. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
3. To encourage and reinforce responsible, moderate drinking practices of consumers through the development of appropriate operational procedures, controls, training and education.
4. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing them with alternative, non alcoholic beverages.
5. To provide for a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for it.
6. To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

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POLICY REGULATIONS

1. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

The Matachewan Recreation Hall is designated as a facility suitable for special occasion permit functions.

2. THE MATACHEWAN BEACH AREA AND ALL OTHER MUNICIPAL FACILITIES ARE IDENTIFIED AS AREAS/FACILITIES NOT ELIGIBLE FOR S.O.P. EVENTS

3. EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

Outdoor events

The outdoor events held in municipal parks and facilities be designated as not eligible for S.O.P. events.

Rationale:

- Outdoor events carry an increased risk since they are more difficult to supervise.
- Outdoor events act as a cue to increase consumption of alcohol.
- Liability risk would be reduced if S.O.P. events were held indoors.
- It is dangerous to mix alcohol with outdoor recreational activities.

Youth Events

That in order to be eligible to rent/use a municipal facility for youth or minor sports events, including banquets, the sponsor(s) must agree that these will not be special occasion permit events.

Rationale:

- These events are intended for young people under the age of majority.
- Non-Consumption by participating adults provides a positive example for young people.
- Since adults supervise and drive young people to and from these events, alcohol consumption does not provide a positive example regarding drinking and driving.

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4. YOUTH ADMISSION TO ADULT EVENTS

That in order to be eligible to rent/use a municipal facility for a special occasion permit event, the sponsor(s) must agree that person under the legal drinking age shall not be admitted to adult social events being held in these facilities except in the case of a family occasion.

Rationale:

- There is a high risk of underage consumption when youth are admitted to adult special occasion permit events.
- There is a history of underage consumption at adult S.O.P. events.
- This practice increases the municipality's liability risk.
- Most events are family events such as weddings and anniversaries, therefore, it is not possible to prohibit youth admission to these events.
- Outdoor events are family-focused, therefore, it would be inappropriate to restrict youth admission.
- An alcohol-free family event results in reduced liability risk and helps to control underage drinking.
- Some communities have decided that family days should be alcohol-free, with adult events held later in the day. This has resulted in a positive example for young people, providing that it is possible to have fun without alcohol.

5. SIGNS

The Following signs shall be prominently displayed in S.O.P. designated facilities.

STATEMENT OF INTOXICATION

A wall sign measuring a minimum of 36 inches by 50 inches and located in the bar areas.

“The Corporation of the Township of Matachewan strives to provide recreation facilities for the enjoyment of all members of the community. Servers are required by law not to serve anyone to the point of intoxication.”

Low-alcohol beverages, coffee, soft drinks, and food items are to be provided by event sponsors.

Rationale:

- In Ontario, it is illegal for anyone to serve a person to the point of intoxication.
- Signs provide authoritative support to servers and supervisors should they have to refuse

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- service to consumers approaching the point of intoxication.
- This message is consistent with Recommendation #7 which requires a sufficient quantity of low-alcohol beverages.
- This message is consistent with the L.L.B.O. Special Occasion Permit Application which states that the holder of the Special Occasion Permit and the facility owners are jointly responsible for the "safety and sobriety of the people attending the event."

SOBER DRIVER SPOT CHECK (R.I.D.E.)

A wall sign measuring a minimum of 16 inches by 16 inches and located at the main exits.

"The local detachment of the Ontario Provincial Police Reduce Impaired Driving Everywhere (RIDE) Program thanks you for helping to reduce impaired driving everywhere in Matachewan. We look forward to personally thanking you at one of our spot-checks for leaving this event a sober driver."

Rationale:

- A 1980 Ontario roadside study found that 12.7% of impaired drivers detected at roadside spot-checks were traveling from recreational facilities.
- In a 1986 survey, 5% of drivers above .05 were returning from a Special Occasion Permit event (Smart, 1988).
- This sign politely informs participants that Police regularly conduct roadside sobriety spot-checks. Consequently, drivers are aware of the possibility of apprehension should they be drinking and driving.

ACCOUNTABILITY

A wall sign measuring 16 inches by 16 inches is to be located at main exits and in bar areas.

The sign will name the sponsor of the event and will provide the address and telephone number of the Municipal offices and the Ontario Provincial Police.

Rationale:

- Although informed of the date, time and place of S.O.P. events in their area, police do always have the time to drop in.
- The Liquor Licence Inspector is located in ?, located ? Km away, and is rarely able to check in on S.O.P. functions.
- This sign informs the participants that there is a procedure for lodging complaints in the

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event that enforcement personnel are not present at the event.

NO LAST CALL

A sign will be located at the entrance to the halls located in facilities designated eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

Rationale:

- This sign indicated clearly to participants that the municipality is committed to safe serving practices and that last minute ‘stocking up’ would not be permitted.
- Last call usually results in high and rapid consumption and results in high blood alcohol levels which may peak after an event and lead to impaired driving.
- Carnavon Township was the first community to recommend that a “No Last Call” sign be clearly visible.

TICKET SALES

That a sign be posted at the alcohol ticket sales table outlining the regulation. (Ticket sales ending at 12:30 a.m.)

Rationale:

- This sign supports the ticket sellers who are responsible for enforcing the ticket sales regulation.

PROOF OF AGE

Signs posted near entrances to designated S.O.P. areas which read:

“You must be 19 years of age or older to attend a Special Occasion Permit Event. The only acceptable proof of age is government issued photo identification. Minors: Anyone observed serving minors will be reported to authorities.”

Rationale:

- This sign informs participants that door supervisors are authorized to request identification from participants who wish admission but appear to be under the legal drinking age.

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FETAL ALCOHOL SYNDROME

That the following sign be displayed in all areas where alcohol is served in order to inform participants of the risks of Fetal Alcohol Syndrome.

E.g.: "Our children are our future. Give your baby a good start by not drinking alcohol."

"Give your baby a good start. If you are pregnant or nursing your baby, please do not drinking alcohol."

"Give your child a good start. If you are pregnant or breast-feeding, please do not drink alcohol."

Rationale:

- Alcohol is harmful to the fetus and to children.
- Fetal Alcohol Syndrome (FAS) and Fetal Alcohol Effects (FAE) are totally preventable yet irreversible conditions which can result in physical and mental abnormalities.
- Nursing mothers who drink alcohol transfer alcohol to their baby through their milk.

6. SERVER TRAINING

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the municipal facility manager that the event servers, door supervisors, and floor supervisors have attended an addiction research foundation server intervention course and have been trained in responsible server techniques. It is also recommended that trained persons be required to take a refresher course should the program be updated.

Rationale:

- Reducing the risk of litigation requires not only the components of policy and procedures but also the recruitment of appropriately trained supervisors and servers.
- The municipality is morally obliged to inform volunteers of the potential for litigation and to provide them with the tools to avoid such action.
- The Addiction Research Foundation's Server Intervention Program has been endorsed by the Ministry of Consumer and Commercial Relations and sections of it are now being used as part of the L.L.B.O. Orientation program for new hotel licensees.
- The previous Provincial government recommended that, as of December 31, 1992, all licence holders and servers of alcohol be required to have completed an L.L.B.O. approved course in server education.

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7. PROVISION OF LOW-ALCOHOL AND NO-ALCOHOL DRINKS

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the municipal facility manager that at least (30% -35%)* of the available alcohol consists of low alcohol beverages. Non-alcohol drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol.

* Beer containing more than 5% alcohol is not allowed to be sold at S.O.P. events in township-owned facilities.

Rationale:

- 1 ½ oz. Of spirits, 5 oz. Of table wine and 12 oz. Of 5% beer all contain equal amounts of pure alcohol.
- Low alcohol drinks reduce the consumption of absolute alcohol, reduce the likeliness of intoxication and permit participants to socialize throughout the evening without becoming intoxicated.
- The Liquor Licence Act requires that a variety of brands be offered and that licensed premises have lists or signs prominently displayed which indicate the varieties and prices of alcohol and non-alcohol beverages available.
- The availability of low alcohol drinks reduces the likelihood of impaired driving.
- The availability of non-alcohol drinks supports the designated driver program.

8. SAFE TRANSPORTATION

Prior to receiving rental privileges of municipal facilities for special occasion permit functions, event sponsors shall be required to demonstrate to the satisfaction of the municipal facility manager that a safe transportation strategy will be implemented, including:

DESIGNATED DRIVER

- designated driver program advertised at event; and,
- identified designated drivers (wearing button or other means of identification) receive free non-alcohol drinks (such as coffee, pop, juice)

Rationale:

- The greatest risk if liability is viewed as the impaired driver leaving an alcohol-related event.

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ALTERNATE TRANSPORTATION OPTIONS

- Have sponsor drive intoxicated participants home and/or
- call a friend, relative, or taxi to assist intoxicated driver and/or
- if necessary, call police, warn or apprehended impaired driver.

Rationale:

- Ensuring that the event participants have safe transportation when leaving a social event reduces the risk of liability.

SOBER DRIVER SPOT CHECK AWARENESS

Post wall and/or table signs and/or print messages on paper serving cups that read: “the local detachment of the **ONTARIO PROVINCIAL POLICE REDUCE IMPAIRED DRIVING EVERYWHERE (RIDE) PROGRAM** thanks you for helping to reduce impaired driving everywhere in Matachewan. We look forward to personally thanking you at one of our spot checks for leaving this event a sober driver.” Sober Driver Spot Check.

Rationale:

- Awareness of police spot-checks for impaired drivers raises the possibility of probable apprehension.
- The positive tone of the “RIDE Awareness” sign reinforces responsible behaviour by the majority of drivers and does not deter from the party atmosphere of a social event.

9. Controls

The Law clearly states that the sponsor of an event has a “duty to control”, that is to protect participants from foreseeable harm to themselves or others.

Sponsor must demonstrate to the Clerk-Treasurer that the Policy is understood and that regulations will be observed.

Rationale:

- The municipality representatives who approves the rental of a municipal facility to an individual or group must ensure that the group and/or individual is aware of the municipal alcohol policy and of the controls required to facilitate its implementation.

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The event sponsor must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the Clerk-Treasurer at least 3 days prior to the event.

Rationale:

- Alcohol may not be served in public without a Special Occasion Permit or a Commercial Liquor Licence.

Event Sponsor to provide a list of event workers to the Clerk-Treasurer at least two weeks prior to event, with S.I.P. registration number.

Rationale:

- This permits the municipality representative to verify that the designated number of event workers were SIP trained.

Entrance monitored by two people 19+ years of age, at least one from list S.I.P. trained workers.

Rationale:

- Controlling the door to prevent underage, rowdy, or intoxicated people from entering an event considerably reduces the likelihood of problem occurring.
- When two people monitor the door, door supervisors have required backup should someone be refused admission.
- a lone door supervisor could feel personal pressure to admit a close friend or relative who should be refused admission.

The event sponsor will receive a list of individuals who are barred from Matachewan Recreation Facilities.

Rationale:

- This process will enable the sharing of important information regarding policy implementation, enforcement and revision, as well as protect the participants, sponsor, and municipal property.

The even sponsor must provide the Clerk-Treasurer with a copy of the L.L.B.O. receipt demonstrating the purchase of at least 35% low alcohol beverages.

Rationale:

- 1 ½ oz. Of spirits, 5 oz. Of table wine and 12 oz. Of 5% beer all contain equal amounts of pure alcohol.
- Low alcohol drinks reduce the consumption of absolute alcohol, reduce the likeliness of

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- intoxication and permit participants to socialize throughout the evening without becoming intoxicated.
- the Liquor Licence Act requires that a variety of brands be offered and that licensed premises have lists or signs prominently displayed which indicate the varieties and prices of alcohol and non-alcohol beverages available.
 - The availability of low alcohol drinks reduces the likelihood of impaired driving.
 - The availability of non-alcohol drinks supports the designated driver program.

S.O.P. signatory must attend the event and be responsible for making decisions regarding the operation of event.

Rationale:

- Although police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event.

Event sponsor is responsible for event, therefore, must refrain from consuming alcohol while the event is in progress.

Rationale:

- If an accident were to occur, it could be difficult to demonstrate commitment to sponsor's "duty to control" if the sponsor/licensee had been consuming an intoxicating substance.

All event workers are to refrain from consuming alcohol while the event is in progress. Workers may consume alcohol if they are working a shift and their work responsibilities have ended for the entire event.

Rationale:

- If supervisors were compensated for their volunteer work with free alcohol and if an accident were to occur, it would be difficult to demonstrate control if the control agents had been consuming an intoxicating substance.

Event sponsor and municipal staff must ensure physical setting is safe for drinkers and non drinkers.

Rationale:

- The term "occupier" is defined to include anyone who has control of the premises and the power to admit or exclude others.
- The Ontario Occupiers' Liability Act imposes a broad general duty on all occupiers.

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- Section 3(1) provides that an occupier “owes a duty to take such care as in all of the circumstances of the case is reasonable to see that “entrants” are reasonably safe while on the premises.”
- The alcohol liability cases can be divided according to whether they relate to the condition of the premises, the conduct of the entrants, or the activities that are permitted on the premises.

Event Sponsor and Municipal Staff must ensure that patrons do not engage in activities that could harm them or others.

All exits must be supervised.

Rationale:

- This Practice is necessary in order to ensure that those attending the event have been monitored at the door and are not underage, intoxicated, or known troublemakers. Also to ensure that underage participants attending family events do not leave or arrive through an unsupervised access are in order to consume alcohol in another location.

A Floor supervisor must be available to ticket sellers who require assistance in managing a person who is refused a sale.

Rationale:

- This practice ensures that ticket sellers have backup should they encounter hostility when refusing to sell to those approaching intoxication or who object to a limit on ticket sales.
- Personnel must be available to ticket sellers who require assistance in managing a person who is refused sale.

All bottles retained within the bar area; all drinks served in paper cups.

Rationale:

- The use of paper/plastic cups is advantageous because they do not break should a drink be dropped, individuals may be less hesitant to ask for a light drink if their drink of choice remain anonymous, and should a patron become belligerent, a broken beer bottle can be used as a weapon.

Licensee to abide by rules of the Municipal Alcohol Policy as enforced by municipality representative.

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Rationale:

- On February 21, 1994, Matachewan requested the assistance of the Addiction Research Foundation regarding the formulation of a municipal alcohol policy.
- This policy will help to reduce and/or avoid alcohol-related problems that could result in litigation being directed towards the Corporation, its staff, community organizations and participants.
- The Special Occasion Permit Application states that the permit holder and the hall owner are jointly responsible for the safety and sobriety of those attending the event. It is therefore important that licensee comply with the Municipal Alcohol Policy and the municipal representative be authorized to enforce the policy.

No marketing practices which encourage increased consumption, i.e. oversize drinks, double shots, pitchers of beer, drinking contents, volume discounts.

Rationale:

- These practices are prohibited under the Ontario Liquor Licence Act.
- Consumption of non-standard drinks makes it difficult for staff to monitor consumption.

Unused Tickets to be redeemable for cash at any time during the event.

Rationale:

- Most participants will not exercise this option.
- This practice could help avoid a confrontation with a patron who may be nearing intoxication but who wishes to purchase additional drinks in order to get his/her "money's worth."

Municipal Staff reserves the right to require the presence of two (2) police officers for the duration of the event, the cost to be borne by the sponsoring group or individual.

Rationale:

- Although police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event.
- This practice would be particularly beneficial at events where a large number of people are expected to attend or where a history of problems exists.
- The presence of off-duty police officers in uniform could act as a deterrent to potential trouble makers.

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Free bar must have trained servers and floor supervisors.

Rationale:

- Since responsible service is always required, whether alcohol is sold or not, the same ratio of trained servers will ensure that an event is run safely.

All event workers to wear highly visible identification approved and provided by the Municipality.

Rationale:

- This enables participants to quickly contact an event worker should problems occur.
- compliments “accountability”

Event sponsors required to document positive and/or negative comments regarding the event in a diary provided by the Clerk-treasurer.

Rationale:

- Should someone be refused admission to an event because he/she was intoxicated or near intoxication or insisted on driving home despite the efforts of the sponsors to offer alternative transportation (Police should be notified immediately if this occurs), a journal could provide valuable evidence should such a participant have an accident and subsequently decide to sue the Township. Documentation does not absolve S.O.P. Event workers and sponsors from their responsibility to not break the law.

Police to be notified by municipal staff representative before situation is out of control.

Rationale:

- Although Police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.
- Most S.O.P. events are held on Friday or Saturday night, which is prime time for other occurrence requiring police attention. This could result in a slower response time by police when they are called.
- Early notification of potential problems will facilitate the ability of the police to plan their availability should they be required.

Encourage consumption of food, low alcohol and no alcohol beverages.

Rationale:

- The liquor licence act requires that food be served during a Special Occasion Event.
- High-carbohydrate foods help to slow down the absorption of alcohol into the bloodstream and, therefore, reduce the risk of intoxication.

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- Chips, peanuts and other snacks do not qualify as food. Food minimally consists of sandwiches, cheese, vegetables and dip.

Clearly define ratio of event workers (door supervisors, floor supervisors, bartenders) to be designated by the Recreation Director and the lessee according to the type of event: weddings and receptions (sale and no sale), socials, fund raisers.

Rationale:

- a greater number of workers ensures that proper supervision can be exercised at all levels, including door supervision, floor supervision, ticket selling and bartending. (Refer to chart).

MINIMUM REQUIRED WORKERS

	0 to 50	51 to 100	101 to 175
DOOR SUPERVISOR	1	1	1
FLOOR SUPERVISOR	1	2	2
BARTENDER	1	2	2
TICKET SELLER	1	1	1

At masquerade events, participants to identify themselves to sponsor of event workers.

Rationale:

- Masquerade events can encourage participants to behave inappropriately since they might not be recognized.
- By unmasking, standards of behaviour are less likely to change.

Bar area to close after the last patron is served beyond 12:30 a.m. and no later than 1:00 a.m. unless otherwise specified on a special permit.

Rationale:

- Required under L.L.B.O. act.

All entertainment to be completed by 1:30 a.m. and Facilities to be vacated by 2:00 a.m.

Rationale:

- Required under L.L.B.O act.

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10. CONSEQUENCES FOR FAILURE TO COMPLY.

First infraction: Registered letter will be sent and loss of privileges for 6 months.

Second infraction: Registered letter will be sent and loss of privileges for 1 year. Guilty party must appear before Council for reinstatement of privileges.

11. ACCOUNTABILITY

At least one municipality representative with authority to demand correction or shut down an event on behalf of the municipality may attend all S.O.P. events.

Rationale:

- The presence of a municipality representative could facilitate early correction of potentially risky situation.
- The S.O.P. application states that the permit holder and the hall owner are jointly responsible for the safety and sobriety of those attending the event.
- The designation of several individuals to represent the municipality at S.O.P. events would ensure the availability of at least one municipal representative at these events.

12. INSURANCE

Minimum of \$ 1,000,000 dollars in liability insurance; proof of purchase to be provided at least 3 to 5 days prior to event.

Rationale:

- By insisting on insurance, potentially risky groups may be discouraged from sponsoring events since they may be unable to obtain insurance.
- Case law indicates that judges and juries are sympathetic toward the injured plaintiff.
- Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

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13. ALLIANCES/LIASON WITH NEIGHBOURING COMMUNITIES

Develop links with neighbouring communities in order to insure that each community is safe not only for its residents, but for neighbouring residents who may use its facilities.

Rationale:

- This process will enable the sharing of important information regarding policy implementation, enforcement and revision.

14. COMMERCIAL LIQUOR LICENCE APPLICATIONS

The Corporation of the Township of Matachewan Council, when approving a liquor licence application submitted to the L.L.B.O., shall recommend approval on condition that the applicant (restaurant, lodge, store, etc.) develop an operating policy through a process similar to that of Matachewan and provide server training to staff.

Rationale:

- The L.L.B.O. customarily requests that the Corporation of the Township of Matachewan express its position when a private entrepreneur applies for a liquor licence.
- Single and McKenzie conclude from their review of drinking and driving surveys, that "bars and taverns...contribute the most to impaired driving incidents."¹
- The Corporation of the Township of Matachewan has taken an important step in preventing alcohol problems at municipal facilities and is now requesting that private establishments do the same.
- This recommendation is consistent with the L.L.B.O.'s long term intent requesting that, by December 31, 1992, all servers of alcohol in Ontario bars and taverns complete an L.L.B.O. approved course of instruction on responsible serving practices, such as that offered by the Addiction Research Foundation and used by the Township.

15. ALCOHOL ADVERTISING

In all Municipal facilities where children and youth are allowed entry, advertising and posters which promote the use of alcohol are prohibited.

¹Single and McKenzie. "The Contribution of Licenced Establishments to Impaired Driving in Ontario." Report prepared for the Liquor Licence Board of Ontario. Toronto: Addiction Research Foundation, 1989, page 16.

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Rationale:

- Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferable not to use alcohol advertising in areas frequented by young people.
- Promotion of alcohol products is inconsistent with the municipality's desire to provide a positive example to underage participants who use recreational facilities.
- Alcohol advertising is designed to encourage and promote the consumption of alcohol.

16. POLICY MONITORING AND REVISIONS
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The policy shall be reviewed annually by the municipal alcohol committee, based on information provided by the municipal facility manager and other invited sources, and reported to council with suggested policy changes if required.

Rationale:

- Without a publicity campaign, the policy will have no impact on community behaviour.
- Most people are law abiding citizens and will comply with rules if adequately informed.
- Public receptivity to the Municipal Alcohol Management Policy Publicity Campaign has been very positive in other communities. (I.e. Thunder Bay).
- Publicizing the policy actually helps to affect public behaviour and compliance to the policy.

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APPENDIX "A"

1. I have received and reviewed a copy of the Corporation of the Township of Matachewan's Guidelines for Special Occasion Permit Holders.

2. I understand that I must adhere to the conditions of the alcohol policy and the Liquor Licence Act of Ontario.

3. I understand that if I or other individuals at the event fail to adhere to the alcohol policy, the Corporation of the Township of Matachewan staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.

4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Name

Date

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APPENDIX "B"

1. Name of Organization _____

2. List of Executive Members

3. Event _____

4. Will alcohol beverages be available and/or sold? Yes _____ No _____

5. Facility _____

6. Date of Event _____

7. Permit Holder's name _____

8. Expected Attendance _____

9. Transportation strategies: Designated Drivers _____
Van or Bus _____
Other (specify) : _____

10. Will security be present? Yes _____ No _____

11. Will non alcoholic beverages be available? Yes _____ No _____

12. Does your organization have alcohol related liability insurance? Yes _____ No _____

13. Has your organization ever been refused rental privileges at any other town facility? Yes ___ No ___

14. Have you received a copy of the Township's Hall rental agreement? Yes _____ No _____

15. Do you understand this policy? Yes _____ No _____

Signature

Date